



City of Albuquerque
Cultural Services Department – Special Events Section
400 Marquette NW, 6th Floor
Albuquerque, NM 87102



Tricentennial Fiestas de Albuquerque
ARTISAN MARKET VENDOR INFORMATION
April 22nd and 23rd, 2006

Greetings:

The City of Albuquerque will be celebrating its 300th birthday with the Tricentennial Fiestas de Albuquerque Celebration on April 22nd and 23rd, 2006, in Tigue Park (1800 Mountain Rd. NW). This year, we will be hosting an Artisan Market at the Tricentennial Fiestas de Albuquerque, along with free musical and dance entertainment, the Founder's Day Parade, and a variety of other festive activities. We would like to encourage you to participate in the Artisan Market and are enclosing an Artisan Market Vendor Application for your use. Join the "PARTY", 300 years in the making!

Please read carefully so that you are familiar with the policies and procedures for the Tricentennial Fiestas de Albuquerque Artisan Market.

The City of Albuquerque, Special Events staff must approve the items that will be sold from your booth. It is the vendor's responsibility to provide complete and accurate information about their work on the following application. Once approved, Artisan Market Vendors may not alter the works identified for sale on their application without the prior written approval of the City of Albuquerque, Special Events staff. Activities other than the sale of pre-approved items must be approved, in writing, by the City of Albuquerque Special Events staff. "Mobile/Strolling" vending is not permitted.

The cost for an Artisan Market vendor booth is \$100 for the two-day event. Your fee must be submitted with your application. The City of Albuquerque will provide a 10 x 10 canopy with 3 sidewalls. Electricity will not be available. You will be notified by phone once approvals and booth assignments have been made. Your application must be accompanied by a copy of a valid City of Albuquerque Business Registration. The person's whose name appears on the business registration must also be the person whose name appears on the application. For more information on business registrations, please call 768-3457. Each vendor, upon selection, will be responsible for their own set up and tear down, including tables and chairs. Early dismantling of booths is not allowed.

If you wish to cancel your booth, you may be entitled to a partial refund. However, you must notify the City Special Events staff at least 6 working days prior to April 22nd, or no later than Friday, April 14th. A completed W-9 is required prior to the issuance of a refund. The City of Albuquerque has the authorization to make the final determination on the selection of vendors for the Tricentennial Fiestas de Albuquerque Artisan Market.

Be sure to read this background information and the application carefully before submission. Deadline for submission is April 3rd, 2006. If you miss this deadline you may still submit an application, but you will be placed on a waiting list and be contacted only if a space becomes available.

For more information please call Linda Hubley @ 768-3452, 311 or e-mail lhubley @cabq.gov.

Please visit: www.cabq.gov/crs/specialevents.html or www.albuquerque300.org to obtain additional information or to download an Artisan Market Vendor Application Form.



ARTISAN MARKET VENDOR APPLICATION

Tricentennial Fiestas de Albuquerque

April 22nd and 23rd, 2006 @ Tigueux Park



Event Coordinator: Linda Hubley Phone: (505) 768-3452 Email: lhubley@cabq.gov

Only artisans whose work is original, handcrafted, created and exhibited by the artist themselves will be accepted.

Important: A copy of your valid City of Albuquerque Business License must be submitted WITH your application. Incomplete applications will not be considered. To obtain a City of Albuquerque Business Registration, please call (505) 768-3463.

Business Name: _____ Contact Name: _____

Address: _____

Business Phone: _____ Mobile: _____ Email: _____

Please include in your application:

- 1) A copy of your valid City of Albuquerque Business Registration.
- 2) To be considered for participation in the Artisan Market, **you must submit four photographs** of your original, handcrafted work. All items exhibited and sold must be of similar type and quality to those represented in your photographs
- 3) Booth fees:
 - a. \$100/10x10 Booth Please make checks payable to the **City of Albuquerque**. Do not send cash.
 - b. The Artisan Market is an outdoor, rain or shine, event. **NO** refunds will be given for weather.
- 4) Deadline for submitting an application is April 3rd, or until such time as the maximum number of applicants have been approved for the space available.
- 5) Failure to submit payment and required documents at the time of application will result in disqualification of your application.
- 6) Submitting this application does not guarantee a booth space for the event described in this application.

General Booth Information:

- 1) **Hours of Operation:** 10:00 AM – 5:00 PM on Saturday, April 22nd, and Noon-6:00 PM on Sunday, April 23rd.
 - a) Set up must be complete by 9:00 AM on April 22nd. Tear down & removal of items must be complete by 8:00 PM on April 23rd.
 - b) No early breakdown of booths will be allowed. You must remain set up for the entire event.
- 2) **Availability:** There will be 50, 10 x 10 booth spaces available – First Come, First Served.
- 3) **Directions:** Tigueux Park is located across from the NM Museum of Nat. History & Science, on the corner of Mountain Rd. and 19th St. From I-40 exit @ Rio Grande Blvd, head South to Mountain Rd, head East on Mountain Rd to 19th St.
- 4) **Equipment:**
 - a) Canopies (and 3 sidewalls) will be provided.
 - b) Electricity is not available.
 - c) Vendors need to supply their own tables and chairs.

City of Albuquerque Policies and Procedures for Artisan Market Vendors.

1. All vending must be conducted from assigned booth. "Mobile/Strolling" vending is not permitted.
2. No sale of prepared, ready-to-eat foods and/or beverages allowed.
3. All items sold must be suitable for family oriented events. No obscene or offensive slogans, pictures, artifacts, or drug paraphernalia allowed.
4. Please maintain reasonable levels of sound.
5. Absolutely no drugs or alcohol on premises.
6. Vendors failing to clean up in a reasonable way shall be charged a \$100 clean up fee and will be prohibited from participating in future events.
7. All questions, concerns, and Artisan Market logistics shall be directed to the Event Coordinator.
8. All Vendors must abide by all rules and regulations, including fair trade practices, health and safety. All sales, transactions, and orders are between the artisan and the buyer, and are to be honored.
9. The City of Albuquerque is not responsible for any injuries, accidents, lost or stolen items, water damage, or any hardships due to weather conditions. Please monitor your items and prepare your items appropriately.
10. Booth assignments: Upon approval of application, vendor will be notified of assigned booth number (no later than Friday, April 7th).
11. **Only one vendor allowed per 10 x10 space.** A valid City of Albuquerque Business Registration MUST be displayed in each booth.

Upon submission of vendor application and requested documents, Artisan Market Vendor agrees to abide by all information, policies and procedures listed above.

Business Owner Signature: _____ Date: _____

Mail Application to: Cultural Services Department/Special Events, PO Box 1293, Albuquerque, NM 87103

Drop Application at: Cultural Services Department, City Hall 6th Floor, Suite 605, 400 Marquette NW

DEADLINE FOR SUBMITTING THIS APPLICATION IS APRIL 3, 2006

Please keep a copy of this Application for your records.